



**U.S. Department of Commerce
Bureau of the Census
Recruiting Bulletin**

Recruiting Bulletin No. LARO-CLERK-04-01	
Position: Clerk GG-0303-04	
Grade:	4/1-4/10
Salary Range:	\$25,832 – \$33,579 per year
Promotion Potential	None
Type of Appointment:	Temporary Appointment Not To Exceed 09/30/04.
Area of Consideration:	Van Nuys, California (Los Angeles Regional Office)
Who may apply:	Open to all sources
Job site Location:	Van Nuys, California
WORK SCHEDULE: The incumbent of this position is covered by the Schedule A, mixed-tour employment program. Based on Regional Office workload the number of hours scheduled per week could range from 0-40 hours. The appointee will be appointed with a full time work schedule and will earn annual and sick leave. The appointee, however, is not eligible for health or life insurance. They are not covered under the U.S. Civil Service Retirement System but are covered under Social Security and the Federal Employee's Compensation Act as well as Medicare. The appointee must sign an Excepted Service Mixed-Tour Employment Agreement prior to appointment.	
DUTIES: <ul style="list-style-type: none">Assists in answering many telephone calls and receiving visitors to the office.Assists in setting up testing sessions, making up, packing and mailing recruiting materials.Performs a variety of administrative duties; filing, copying, mail outs, typing, preparing recruiting reports etc.Assists in preparing publicity releases and distributes them to newspapers, radios and television stations, and chambers of commerce in recruiting areas. <p>Technical and administrative supervision is received from a higher grade employee. The incumbent is expected to carry out assignments without continuous supervision but to recognize problems requiring supervisory assistance. Assignments arise from the normal flow of work and are of such nature that detailed review is not possible. The supervisor is available for guidance and advice not covered by instructions. Performance is evaluated primarily through production and other work reports and administrative controls.</p>	
QUALIFICATIONS: <ul style="list-style-type: none">One year of general experience: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled or Education 2 years above high school.	
EVALUATION CRITERIA: <ul style="list-style-type: none">Candidates will be evaluated on the extent and quality of their experience and/or education.	
CONDITIONS OF EMPLOYMENT: <ul style="list-style-type: none">Must be U.S. CitizenMust be available for daytime, evening and weekend work.	
HOW TO APPLY: <ul style="list-style-type: none">Applicant must submit an Optional Application for Federal Employment (OF-612), or resume and a Declaration for Federal Employment (OF-306. List your work duties and accomplishments relating to the job for which you are applying.Complete application packet must be submitted to: <div>Attention: Maria Isabel Cesena, Administrative Officer U.S. Census Bureau, Los Angeles Regional Office 15350 Sherman Way, Ste. 300, Van Nuys, CA 91406 800-992-3529 FAX: (818) 904-6427</div> <p>Use of any Government agency envelopes to file job applications is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX will not be accepted.</p>	
APPLICATION DEADLINE: Application materials must be received by close of business May 21, 2004. 4:30 p.m. Pacific Standard Time. Applications received after this date will not be considered.	
For additional information please contact: Maria Isabel Cesena at 1-800-992-3529	

*Department of Commerce
U.S. Census Bureau
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The Department of Commerce does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.

